

Management System: Safeguards & Security

Subject Area: Information Security (INFOSEC)

Program Description: Operations Security (OPSEC)

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1.0 Purpose/Introduction

This document identifies the requirements and makeup of the Environmental Management Consolidated Business Center (EMCBC) Operations Security (OPSEC) Program, provides direction of the program, and assigns responsibility and implements National Security Decision Directive 298, and DOE Order 471.6.

National Security Decision Directive 298 was signed by President Reagan in January 1988 and calls for each Executive Department and agency substantially involved in supporting national security missions with classified or sensitive activities to establish a formal OPSEC Program.

Security programs and procedures already exist to protect classified matter. However, information generally available to the public as well as certain detectable activities reveal the existence of, and sometimes detail about, classified or sensitive undertakings. Such indicators may assist those seeking to neutralize or exploit U.S. Government actions in the area of national security. Application of the OPSEC process promotes operational effectiveness by helping prevent the inadvertent compromise of sensitive or classified U.S. Government activities, capabilities, or intentions.

2.0 Policies

This OPSEC Program applies to all EMCBC employees and contractors working at the EMCBC 250 East Fifth Street Building and EMCBC employees who physically work at an alternate location, but are supervised by an EMCBC employee and serviced by EMCBC's Office of Human Resources (OHR). This OPSEC Program also applies to the employees at EMCBC Service Level Agreement sites that choose to adopt it.

3.0 Roles and Responsibilities

EMCBC Director:	Appoints the EMCBC OPSEC Manager, and provides support to the OPSEC program, as necessary.
EMCBC Assistant Directors	Responsible for reviewing and approving all information prior to posting it to the EMCBC website and/or any other publically available websites. The purpose of the review of information is to ensure that CI, or other sensitive information is not released. The approval may be in the form of an email, or other written documentation.
EMCBC OPSEC Manager:	<p>Implements OPSEC in accordance with DOE policies, procedures, and planning guidance, as necessary.</p> <p>Reviews the OPSEC program as part of the Security Self-Assessment.</p> <p>Serves as a liaison with local and federal law enforcement, as well as to the DOE Counterintelligence Field Office element, and other Intelligence/Counterintelligence Agencies, such as the Department of Homeland Security (DHS) Greater Cincinnati Fusion Center. Supports OPSEC programs and efforts by other government departments and agencies, as requested.</p> <p>Provides general OPSEC awareness training. Awareness training may be included in the EMCBC Initial Security Awareness Briefing.</p> <p>Reviews the Critical Information (CI) list annually and revises the list as needed.</p>

4.0 Approach

In accordance with the National Security Decision Directive (NSDD) 298, “National Operations Security Program,” and DOE Order 471.6, “Information Security,” the EMCBC will implement a viable and effective OPSEC Program.

5.0 Requirements

A necessary condition for maintaining essential secrecy is protection of classified and unclassified critical information ensuring that besides the application of traditional security measures, the EMCBC maintains a heightened awareness of potential threats of adversaries taking advantage of publicly available information and other detectable unclassified activities to derive indicators of U.S. intentions, capabilities, operations, and activities.

In accordance with DOE Order 471.6 “Information Security”, the EMCBC must:

- Identify and document its CI.
- Review and update its CI documentation as necessary to reflect current assets, threats, operations and other relevant factors.
- Provide the information required for sound risk-management decisions concerning the protection of sensitive information to the decision makers who are responsible for mission accomplishment.

6.0 Supporting Management Systems, Subject Areas, and Procedures

Safeguards & Security

Information Security (INFOSEC)

7.0 Definitions – See Master Definition List located at the top of MSD.

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Operations Security (OPSEC)

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	NA, 1 st Edition to meet requirement	NA	07/20/2015